

**BERTIE COUNTY
CAMA LAND USE PLAN
UPDATE**

**CITIZEN PARTICIPATION
PLAN**

February 2007

Bertie County

CAMA Land Use Plan Update

Citizen Participation Plan

This Citizen Participation Plan provides the residents and property owners of the County with a range of opportunities to participate in the process of developing the CAMA Land Use Plan. The CP Plan addresses the following objectives:

- To share information about the CAMA planning process and its requirements;
- To increase the community's understanding of the impact that land use and development issues have on quality of life; and
- To provide opportunities for the residents and property owners to participate in the identification of land use and development policies and to assess the impact of the policies on the community.

The design of the plan also meets the requirements associated with the CAMA planning grant awarded to the County. Key elements are described in detail below.

1.0 Bertie County Planning Board – Lead Planning Organization

The Bertie County Planning Board is designated as the Lead Planning Organization for the purpose of updating the CAMA Land Use Plan. The Planning Board will take the lead role in overseeing preparation of the plan update.

As Lead Planning Organization, the Planning Board will have the following specific duties and responsibilities:

1. Serve as a public contact to make it easier for citizens to get information and to make comments on the plan;
2. Review technical planning materials to help ensure that they accurately represent the current situation and recent trends in the County and towns;
3. Assist the County's planning advisors with preparation of major plan elements, which includes identifying concerns and key plan issues, developing community vision, developing goals, preparing draft policies and future land use map;
4. Assist with organization, management, and facilitation of public participation events;
5. Help publicize public participation events in the community and recruit residents and property owners to attend; and
6. Recommend and present a land use plan to the Board of Commissioners.

Attachment 1 includes the names and addresses of the Planning Board Members and a phone number where messages may be left.

1.1 Planning Board Meetings

The Planning Board will incorporate LUP items for review and approval into the agenda for regularly scheduled Planning Board meetings. The Planning Board's regular meetings are usually held on the last Thursday of the month at 7:00 P.M. in the County Office Building/Courthouse Complex, 106 Dundee Street, Windsor. The Planning Board may schedule special meetings, if required, to address LUP items. The Planning Board will advertise these meetings in accordance with NCGS 143-318.9 to 143-318.18.

Attachment 2 includes a tentative schedule of Planning Board meetings where LUP items will be addressed. Bertie County will post this tentative schedule and any subsequent changes on its official bulletin board.

All meeting agendas allocate time to hear comments from the public. The County will keep a record of residents and property owners who

speaking at any of the Planning Board meetings and other plan events and will retain any written comments that it receives. The Executive Secretary will hold the names of speakers and written comments on file and will provide them to the DCM District Planner for draft plan review.

Attachment 2, which covers Phase I of the plan, provides a general outline of the meeting schedule and the purposes of the meetings.

1.2 Initial Public Information Meeting

The **Initial Public Information Meeting**, which is required by the CAMA grant agreement, is tentatively scheduled for March 29, 2007. The County must give two public notices of the initial public information meeting. The first must appear not less than 30 days before the meeting (on or before February 27, 2007) and the second must appear not less than 10 days before the meeting (March 19, 2007). In addition to the public notices, the CAMA grant requires the County to notify the local Coastal Resources Advisory Committee member(s) and the DCM District Planner of the date, time, and place of the meeting.

In addition, the planning team will make efforts to include information on the land use planning program in local media.

1.3 Tools to Report Planning Progress

The County will use the following methods to provide regular information and progress reports to residents and property owners: (1) post Planning Board meeting summaries on the Planning Department's bulletin board; (2) provide summaries of any materials reviewed at the meetings to local news organizations, as requested; and (3) post meeting agendas and summaries on the County web page (www.co.bertie.nc.us).

2.0 Participation Process

2.1 Participation Methods

The County will use two methods to solicit public participation in preparation of the land use plan:

- (1) *Community workshop/Issues identification meeting* that will allow residents and property owners to express their concerns about land use and development and to set priorities for development of the land use plan; and
- (2) *Community open house* where the community can review draft policies and the initial land use map and make suggestions to the Planning Board for improvements.

The community workshop/ issues identification meeting will be held during phase I of the plan and the open house will be held in phase II. In addition, the County will distribute a short brochure that summarizes the CAMA land use planning process, the role of the land use plan in addressing the community's land use issues, and the ways in which citizens can be involved in the process.

Each of the participation methods and the expected results is described below.

2.2.1 Community Workshop/Issues Identification Meeting

The Planning Board will sponsor a community meeting to involve residents and property owners in the identification of a broad range of land use issues, concerns, and opportunities. Participants will also narrow this broad list into a single list of issues and opportunities about which there is a high level of agreement among those attending. The workshop will involve small group discussions of land use planning concerns, issues, and opportunities. After the small group discussions, the large group will generate a single list of most important issues and opportunities.

A member of the Planning Board will convene the workshop. Members of the technical planning team will provide background information and assist with overall group process. Planning Board members and/or members of the technical planning team will help facilitate the small group discussions.

The community workshop will be publicized and promoted through local media, information flyers, posting on the County's web page, and recruiting by members of the Planning Board and the planning area's core committee, as well as other interested citizens.

The intended audience for the workshop includes the residents and non-resident property owners of Bertie County, business owners and operators, real estate professionals, members of County and town committees and associations, and parties with a stake in the County's land use plan.

The tentative schedule for the Community Workshop is June 2007, which is early in the planning process.

2.2.2 Community Open House – Phase 2

A community open house is planned near the end of the planning process. The open house is planned tentatively for June 2008.

The open house will provide residents and property owners with easy opportunities to review draft policies and maps, to learn how they affect their interests, and to express support or recommend adjustments. People who attend the open house will be able to interact informally with lay and professional members of the planning team.

The intended audience for the open houses includes the residents and non-resident property owners of Bertie County and the 7 municipalities, business owners and operators, real estate professionals, members of public committees and associations, and parties with a stake in the County's land use plan. The County will make extra efforts to encourage non-resident property owners to attend.

3.0 Plan Evaluation

The Planning Board will conduct an on-going evaluation of the CP Plan and make course corrections as necessary. A major review will be conducted at the end of Phase I in preparation for Phase 2 of the CAMA planning program. Any needed changes resulting from this review will be recommended to the Board of Commissioners.

Attachment 1
Membership – Lead Planning Organization
Bertie County Planning Board
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Mr. Garland Outlaw
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Windsor, NC 27983

Attachment 2

Tentative Public Participation Schedule

Date	<u>Event</u>	<u>Outcomes Anticipated</u>
February 22, 2007	Planning Board	Review and recommendation of approval of draft CP Plan
March 19, 2007	Board of Commissioners	Review CP Plan and Approval of CP Plan
March 29, 2007	Planning Board Orientation and Initial Public Information Meeting	<ul style="list-style-type: none"> • Introduce PB to CAMA requirements; review planning process and get members comments; • Familiarize members with LPO role and responsibilities; • Identify PB planning concerns and issues. • Increase community understanding of current land use and development policies, their effect, and way current plan used. • Familiarize community with process for reporting to public. • Acquaint public with process for soliciting community input.
April 26, 2007	Planning Board	Agreement on following: <ul style="list-style-type: none"> • Most important existing and emerging growth-related conditions. • Key planning issues.
May 31, 2007	Planning Board	—Review technical analysis of following: <ul style="list-style-type: none"> • Population, housing, and economy. • Natural systems. • Existing land use and stormwater. • Community facilities. • Land suitability. • Evaluation of current plans and policies.
June 2007	Community Issues Identification Meeting	<ul style="list-style-type: none"> • Receive input on issues, concerns, and opportunities and to generate single list of most important issues and opportunities.
July 19, 2007	Planning Board	<ul style="list-style-type: none"> • Review results of community workshops • Agree on Bertie County Vision Statement
August 30, 2007	Planning Board	<ul style="list-style-type: none"> • Final review of technical analysis
September 20, 2007	Planning Board	<ul style="list-style-type: none"> • Review and evaluate current CAMA LUP policies and land classification
October 25, 2007	Planning Board	<ul style="list-style-type: none"> • Review forecast of future land needs • Conduct Land Suitability Analysis • Wrap-up Phase I

The CP Plan for Phase II, which begins in January 2008, will include a schedule of meetings and events for the completion of the plan.

Addendum

At its June 2007 meeting, the Planning Board adopted the following meeting schedule change for the remainder of 2007:

July 19 Review technical analysis of the following:

- Population, housing & economy
- Natural systems
- Existing land use and stormwater
- Community facilities

August 30 Community Issues Identification Meeting - Receive input on issues, concerns, & opportunities and generate list of most important issues and opportunities.

September 20 Review results of community workshop, agree on Bertie County Vision Statement.

October 25 Final review of technical analysis, evaluation of current plans and policies, including current CAMA LUP policies and land classification.

November 29 Review forecast of future land needs, conduct Land Suitability Analysis, wrap-up Phase I